

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration PROJECT NARRATIVE UPDATE	FOR HRSA USE ONLY	
	Grant Number	Progress Report Tracking Number
Report the progress made from the beginning of your FY 2020 budget period until the date of BPR submission, the expected progress for the remainder of the budget period, and any projected changes for the FY 2021 budget period.		

Organizational Capacity

Discuss current major changes, since the last budget period, in the organization's capacity that have impacted or may impact the progress of the funded project, including changes in:

- Staffing, including key vacancies;
- Operations, including changes in policies and procedures as they relate to COVID-19; and
- Financial status, including the most current audit findings, as applicable.

2,000 character with spaces (Approximately 1 page)

Patient Capacity

Referencing the % Change 2017- 2019 Trend, % Change 2018 – 2019 Trend, and % Progress Toward Goal columns:

Discuss trends in unduplicated patients served and report progress in reaching the projected number of patients. In the Patient Capacity Narrative column, explain negative trends or limited progress toward the projected number of patient and plans for achievement.

Notes:

- 2017-2019 Patient Number data are pre-populated from Table 3a in the UDS Report.
- The Projected Number of Patients value is pre-populated from the Patient Target noted in the Patient Target Management Module in HRSA EHBs. If you have questions related to your Patient Target, contact the [Patient Target Response Team](#). To formally request a change in your Patient Target, you must submit a request via the Patient Target Management Module in HRSA EHBs.

	2017 Patient Number	2018 Patient Number	2019 Patient Number	% Change 2017-2019 Trend	% Change 2018-2019 Trend	% Progress Toward Goal	Projected Number of Patients	Patient Capacity Narrative
Period of Performance: (Pre-populated from most recent Notice of Award)								
Total Unduplicated Patients	Pre-populated from 2017 UDS	Pre-populated from 2018 UDS	Pre-populated from 2019 UDS	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated (see note for explanation)	2,000 character limit
Notes: <ul style="list-style-type: none"> 2017-2019 Patient Number data are pre-populated from Table 4 in the UDS Report. The Projected Number of Patients value is pre-populated from the patient projections in the Service Area Competition (SAC) that initiated your current period of performance plus the patient projections from selected supplemental funding awarded after the start of the current period of performance. See the frequently asked questions on the BPR TA webpage for details on the selected supplemental funding patient projections included. The Projected Number of Patients values cannot be edited during the BPR submission. If these values are not accurate, provide adjusted projections and an explanation in the Patient Capacity Narrative section. 								
	2017 Patient Number	2018 Patient Number	2019 Patient Number	% Change 2017-2019 Trend	% Change 2018-2019 Trend	% Progress Toward Goal	Projected Number of Patients	Patient Capacity Narrative
Period of Performance: (Pre-populated from most recent Notice of Award)								
Total Migratory and Seasonal Agricultural Worker Patients	Pre-populated from 2017 UDS	Pre-populated from 2018 UDS	Pre-populated from 2019 UDS	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated (see note for explanation)	2,000 character limit
Total People Experiencing Homelessness Patients	Pre-populated from 2017 UDS	Pre-populated from 2018 UDS	Pre-populated from 2019 UDS	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated (see note for explanation)	2,000 character limit
Total Public Housing Resident Patients	Pre-populated from 2017 UDS	Pre-populated from 2018 UDS	Pre-populated from 2019 UDS	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated (see note for explanation)	2,000 character limit

	2017 Patient Number	2018 Patient Number	2019 Patient Number	% Change 2017-2019 Trend	% Change 2018-2019 Trend	% Progress Toward Goal	Projected Number of Patients	Patient Capacity Narrative
Notes: <ul style="list-style-type: none"> 2017-2019 Patient Number data are pre-populated from Table 5 in the UDS Report. The Projected Number of Patients values is pre-populated from the patient projections in the SAC that initiated your current period of performance plus the patient projections from selected supplemental funding awarded after the start of the current period of performance. See the frequently asked questions on the BPR TA webpage for details on the selected supplemental funding patient projections included. The Projected Number of Patients values cannot be edited during the BPR submission. If these values are not accurate, provide adjusted projections and an explanation in the Patient Capacity Narrative section. (*) The Vision Services Category was recently added to SAC, therefore there is no Projected Number of Patients data available at this time. 								
Project Period: (Pre-populated from most recent Notice of Award)								
Total Medical Services Patients	Pre-populated from 2017 UDS	Pre-populated from 2018 UDS	Pre-populated from 2019 UDS	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated (see note for explanation)	2,000 character limit
Total Dental Services Patients	Pre-populated from 2017 UDS	Pre-populated from 2018 UDS	Pre-populated from 2019 UDS	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated (see note for explanation)	2,000 character limit
Total Mental Health Services Patients	Pre-populated from 2017 UDS	Pre-populated from 2018 UDS	Pre-populated from 2019 UDS	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated (see note for explanation)	2,000 character limit
Total Substance Use Disorder Services Patients	Pre-populated from 2017 UDS	Pre-populated from 2018 UDS	Pre-populated from 2019 UDS	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated (see note for explanation)	2,000 character limit
Total Vision Services	Pre-populated from 2017 UDS	Pre-populated from 2018 UDS	Pre-populated from 2019 UDS	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	N/A*	2,000
Total Enabling Services Patients	Pre-populated from 2017 UDS	Pre-populated from 2018 UDS	Pre-populated from 2019 UDS	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated (see note for explanation)	2,000 character limit

Supplemental Awards

In the Supplemental Award Narrative column, describe the following:

- Implementation status and progress toward achieving goals, including your progress toward meeting projected outcomes (including actual versus projected patients) and implementing newly proposed sites/services, as applicable;
- Key factors impacting progress toward achieving goals, including an explanation of the impact of any new or changing environmental factors (state/local/community) on supplemental award progress; and
- Plans for sustaining progress and/or overcoming barriers (including environmental barriers) to ensure goal achievement.

Notes:

- If you did not receive a Supplemental Award, the system will not require narrative in the Supplemental Award Narrative column.
- Supplemental awards released late in FY 2020 or early in FY 2021 will be included in the FY 2022 BPR.

Type of Supplemental Award	Programmatic Goal	Supplemental Award Narrative
FY 2019 Integrated Behavioral Health Services (IBHS)	Increase access to high quality integrated behavioral health services, including prevention or treatment of mental health conditions and or substance use disorders (SUDs), including opioid use disorder (OUD) by December 31, 2020	2,000 character limit
FY 2019 New Access Points (NAP) Satellite	Achieve operational status and increase the number of patients by December 31, 2020	2,000 character limit
FY 2020 Ending HIV Epidemic - Primary Care HIV Prevention (PCHP)	Expand HIV prevention services that decrease the risk of HIV transmission by December 31, 2020	2,000 character limit

One-Time Funding Awards

Use the checkboxes in the Allowable Activities column to indicate the allowable activities that are taking place or have taken place in your health center. In the Activities column, discuss those activities (identified via checkmark) and their impact.

Notes:

- If you did not receive a One-Time Funding Award, the system will not require narrative in the Activities column.
- One-time awards released late in FY 2020 or early in FY 2021 will be included in the FY 2022 BPR.
- (*) Use the checkboxes to indicate your allowable one-time funding activities.

Type of One-Time Funding Award	Allowable Activities*	Activities
FY 2019 Health Center Quality Improvement	<p>Developing and improving health center systems and infrastructure:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Training staff <input type="checkbox"/> Developing policies and procedures <input type="checkbox"/> Enhancing health information technology, certified electronic health record, and data systems <input type="checkbox"/> Data analysis <input type="checkbox"/> Implementing targeted QI activities (including hiring consultants) <p>Developing and improving care delivery systems:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supporting care coordination, case management, and medication management <input type="checkbox"/> Developing and implementing contracts and formal agreements with other providers <input type="checkbox"/> Laboratory reporting and tracking <input type="checkbox"/> Training and workflow redesign to support team-based care <input type="checkbox"/> Clinical integration of behavioral health, oral health, HIV care, and other services <input type="checkbox"/> Patient engagement activities 	2,000 character limit
FY 2019 Oral Health Infrastructure	<p>Support infrastructure enhancements to provide new or enhance existing high quality, integrated oral health services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minor alteration and renovation (A/R) to modernize existing facilities <input type="checkbox"/> Purchase and installation of dental and radiology equipment <input type="checkbox"/> Training, consultation and health IT to increase oral health integration <input type="checkbox"/> Purchase of mobile dental units 	2,000 character limit

Public Burden Statement: Health centers (section 330 grant funded and Federally Qualified Health Center look-alikes) deliver comprehensive, high quality, cost-effective primary health care to patients regardless of their ability to pay. The Health Center Program application forms provide essential information to HRSA staff and objective review committee panels for application evaluation; funding recommendation and approval; designation; and monitoring. The OMB control number for this information collection is 0915-0285 and it is valid until 3/31/2023. This information collection is mandatory under the Health Center Program authorized by section 330 of the Public Health Service (PHS) Act ([42 U.S.C. 254b](#)). Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or paperwork@hrsa.gov.